



State of Washington

# SPACE PLANNING DATA SHEET

Last updated: June 2017

**Instructions:** This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

## Project Summary Information (compiled from the following tables)

<b>Project Title:</b>	<b>Pasco Relocation</b>	<b>Date Submitted:</b>	
<b>Existing Facilities Total Square Feet:</b>	<b>3,480</b>		
<b>Facility Area Summary</b>		<b>Planned</b>	
Square Feet for Workspaces			2,724
Square Feet for Meeting & Focus Space			1,140
Square Feet for Office Support			420
Square Feet for Storage & Files			300
Square Feet for Program Special			1,376
<b>Occupant Area</b>			<b>5,960</b>
Base Building Circulation (40% of Total Occupant Area)			2,384
<b>Usable (Total Occupant Area + Base Building Circulation)</b>			<b>8,344</b>
Building Service and Amenity Areas (10% of Usable Square Feet)			834
<b>Total Rentable Square Feet</b>			<b>9,178</b>
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)			0
<b>Total Project Square Feet</b>			<b>9,178</b>
<b>User and Workspace Summary</b>		<b>Existing</b>	<b>Planned</b>
Resident		14	39
Internally Mobile		0	0
Externally Mobile		0	4
Remote		0	0
Vacant		0	0
<b>Total Users</b>		<b>14</b>	<b>43</b>
Total Offices		16	3
Total Workstations		2	35
Total Mobile Benches		0	4
Total Touchdown Spaces		0	0
<b>Total Workspaces</b>		<b>18</b>	<b>42</b>
<b>Rentable Square Feet Per Users</b>		<b>249</b>	<b>213</b>
<b>Rentable Square Feet per Workspaces</b>		<b>193</b>	<b>219</b>

<b>Percent of Workspaces to Number of Users</b>	<b>128.6%</b>	<b>97.7%</b>
<b>Planned User Growth</b>		<b>207.1%</b>
<b>Planned Workspace Growth</b>		<b>133.3%</b>



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WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

## Definitions

**User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

**Resident:** A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).

**Internally Mobile:** A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.

**Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

**Remote / Visitor:** A user who is occasionally (one-fourth day per month) in the facility.

PROJECT TITLE: Pasco Relocation				Date: 01/01/1904				
Instructions: To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.								
MEETING & FOCUS AREAS								
TYPE OF SPACE	SPACE CALCULATION							NOTES
	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	
Training Rooms	25	30	750		1	25	750	
Conference Room	10	15	150		1	10	150	
Collaboration Space	6	20	120		1	6	120	
Collaboration Space	6	20	120	-	1	6	120	
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PROJECT TITLE: Pasco Relocation			Date: 01/01/1904		
Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.					
OFFICE SUPPORT					
TYPE OF SPACE	SPACE CALCULATION				NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
Break room	340	1	1	340	
Telecom/Lan Room	80	1	1	80	
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TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				420	

  

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

PROJECT TITLE: Pasco Relocation				Date: 01/01/1904	
Instructions: Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.					
STORAGE & FILES AREAS					
TYPE OF SPACE	SPACE CALCULATION				NOTES (Include any floor loading information)
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
File Room	100	1	1	100	
Janitors Closet	50	1	1	50	
Storage	50	1	1	50	
Supply-workroom	100	1	1	100	
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PROJECT TITLE: Pasco Relocation				Date: 01/01/1904	
Instructions: Identify the types of special areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.					
PROGRAM SPECIFIC AREAS					
	SPACE CALCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Evidence Room	50	1	1	50	
Armory	50	1	1	50	
Urine Analysis Restroom	100	1	1	100	
Lobby	120	1	1	120	
Client Restroom	64	1	2	128	
Polygraph/interview room	100	0	1	100	
Staff Restroom	64	0	2	128	
Supervised Individual Interview RM	100	0	7	700	
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SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage



## LOCATION AND SITE REQUIREMENTS

Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.

### Provide requested geographic boundaries:

General vicinity of the cities of Pasco

### Location restrictions, if any:

Proposed sites must be zoned appropriately for intended use (i.e. government office/service delivery). Proximity to sensitive areas such as schools, daycares, parks, etc. to be evaluated on a site by site basis.

### Define the service area using zip codes, cities, counties, or regions:

Pasco

### Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:

Proximity of site near county jail, but this is not a requirement.

### Define any public transportation requirements:

Within easy walking distance of public transportation routes.

### Define any access requirements to major routes of travel:

Area served by public transportation.

### Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):

Per statute and code requirements.

### Describe any special site requirements (access, large turning radius, etc.):

Rear building exit with vehicle access for arrests and transports. Secured Parking for state vehicles.

### Describe any special pedestrian access requirements:

N/A

Will this facility house public employees that may also serve the general public?



Yes



No

### Describe any unique parking requirements:

Per statute and code requirements, Secured Parking for state vehicles.

*Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.*